

ENG 101—Instructions for ePortfolio on BOLT

The Bloomsburg Online Learning and Teaching (BOLT) program offers a free feature called ePortfolio that allows students to compile their work online into an electronic portfolio. This handout will cover the basic functions you will need to complete and share your required ePortfolio for ENG 101. With this handout, you will learn how to log in to ePortfolio, upload artifacts, and create and share ePortfolio presentations with others. Keep in mind though, the most effective way to learn more about this program is to simply experiment with its functions yourself. Please come to the Bloomsburg University Writing Center (BUWC) if you need any help with ePortfolio. The writing center is located in BCH, Room 206. You can drop in or send an email to buwc@bloomu.edu to request an appointment.

Getting Started in ePortfolio

1. Log in to your BOLT account.
2. Click on the **ePortfolio** link on the left side of your screen under your profile picture. This link will take you to the **Dashboard** in ePortfolio. The **Dashboard** displays the most recently uploaded and edited items as well as invitations from other ePortfolio users.
3. Click on **My Items** in the panel of the left hand side of your screen. Like the **Dashboard**, the **My Items** page also displays all of your items ordered by the most recently uploaded and edited items. Unlike the **Dashboard**, it provides the options to create new items and upload artifacts.
4. Click on the dropdown arrow on the right of the item icons to view, preview, edit, copy, share, or delete the item.

Uploading Texts (“Artifacts”)

English faculty members require ENG 101 students to include at least three **Artifacts** in ePortfolio presentations. **Artifacts** are the textual components inserted into each presentation. You can upload **Artifacts** from your computer or from your **Locker** in BOLT.

5. On the **My Items** page, click on the **New** dropdown menu to add a link to an existing site. Or, click the **Upload** dropdown menu to upload artifacts as files from your computer.

- **New link to existing site** – Click on **Link**, and enter the name and URL location for your site; in the description section, add information about the assignment.
- **File from computer**- Click on **File from computer**, click **Browse**, choose and open your file, click **Upload**, click **Next**, name the file, and click **Add** on the next screen.

Creating Your Required ePortfolio (“Presentation”)

English faculty require ENG 101 students to create and share an ePortfolio **Presentation**. Your **Presentation** must have a preface and at least three texts or **Artifacts**. Ask your faculty about other specific requirements.

6. On the **My Items** page, click on the **New** dropdown menu to create a new presentation.
 - Click **Presentation** and name the presentation under the **Properties** tab; in the description section, add info about the assignment.
 - To add a link to another site to your presentation, go to the **Content/Layout** tab and click **Add Component**.
 - To add other content, click on the **Content/Layout** tab to add pages and components to the presentation, click on the **Banner** tab to create a banner name, click on the **Theme** tab to change the theme template of the presentation, and click **Save**.

Sharing Your Required ePortfolio (“Presentation”)

English faculty require ENG 101 students to **Share** their ePortfolio **Presentation** with both the faculty member and the writing portfolio coordinator.

7. Click on the dropdown on the right of your **Presentation** icon, click **Share**, and click **Add Users or Groups**.
 - **To share with your faculty member**- Type his or her last name into the search bar (there may be multiple pages of names), click their name to make it turn green, and click **Add** at the bottom of the window.
 - **To share with the Writing Portfolio Coordinator**- Type “writing” into the search bar, click **Writing Portfolio Coordinator** to make it turn green, and click **Add** at the bottom of the window.
8. Check the box to the left of the user or group, and click **Done** or **Done and Send Invite**. Ask your faculty member for sharing and invitation requirements.

Drop by the BUWC or email buwc@bloomu.edu to make an appointment for help with any writing or ePortfolio questions. The writing center is located in BCH. Room 206. and you are welcome to walk in. but appointments are recommended.